PRE-COLLECTION PROCESS

Pre-Collection Process

The following steps are the standardized procedures for the chain of custody, collection and submission of urine specimens to the toxicology laboratory. These procedures will be taught and followed for all training courses.

Pre-Collection Process

continued

- Commander will receive a packet from the SAPC to include the following:
  - Master List of personnel to be tested
  - DD Form 2624
  - Ledger
  - Label

Pre-Collection Process

continued

01/31/2001

Master List for Donor Notifications

Tests scheduled between 01/01/2000 and 01/31/2000

UIC	DONOR NAME	DONOR ID	SEX	POOL GROUP	TYPE	TEST FOR	EXTRA TESTS	SUPERVISOR	PHONE#	CLTR
Pennsylvania Army National Guard										
8BWAA	BAILEY, BILL	555441111		101	RAN	D	N			
	FLINTSTONE, FRED	333224444		101	RAN	D	N			
	FROST, JACK	222334411		101	RAN	D	N			
	OAK, DALE	333221234		101	RAN	D	N			
	PENNSTATE, JOPA	667779999		101	RAN	D	N			
	SALAD, JOE	789123456		101	RAN	D	N			
	STEELE, COAL	123456789		101	RAN	D	N			
	TENTPEG, JOSEPH	987654321		101	RAN	D	N			

Pre-Collection Process

continued

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

1. SUBMITTING UNIT
HQ STARC

PRN 101, FTIG
Annville, PA 17003

2. ADDITIONAL SERVICE INFORMATION *(Second Echelon)*
Pennsylvania Army National Guard
1SG Ervin D. Steinly, Jr. (717) 861-8396
Dept. of Military & Veterans Affairs, ATTN:
Annville, PA 17003-5002

A. LABORATORY CONDUCTING DRUG TESTING
Tripler Army Medical Center
MCHK FT (808) 433-5176
Forensic Toxicology Drug Test Lab., Bldg. 40 2nd
Tripler AMC, HI 96859

B. BATCH NUMBER

C. REPORT OF RESULT *(DTG / Serial No.)*

D. DRUGS TESTED

3. BASE / AREA CODE	4. UNIT IDENTIFICATION CODE	5. DOCUMENT / BATCH NUMBER	6. DATE SPECIMEN COLLECTED (YYYY)	(MM)	(DD)
N G 4 0	W 8 B W A A	X 0 0 1			

C1

7. SPECIMEN NUMBER	8. COMPLETE SSN	9. TEST BASIS	10. TEST INFORMATION	11. PRESCREEN	E. DISC CODE	F. ACCESSION NUMBER	G. RESULT
001	555-44-1111	IR	A				
002	333-22-4444	IR	A				
003	222-33-4411	IR	A				
004	333-22-1234	IR	A				
005	667-77-9999	IR	A				
006	789-12-3456	IR	A				
007	123-45-6789	IR	A				
008	987-65-4321	IR	A				

H. CERTIFICATION. I certify that I am a laboratory official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and they are correctly annotated.

(1) SIGNATURE

(2) DATE SIGNED

(3) CERTIFYING OFFICIAL *(Printed Name and Title)*

DD Form 2624, FEB 1998 — *Previous Edition may be used*

Pre-Collection Process

continued

Drug Testing Program
Testing Register

09/01/2004 1:25:22 PM
IR

Date of Collection T/M/D/Y	Batch And Specimen #	Tested Members Rank, Printed Name, SSN Signature	TPI	Observer's Printed Name and Signature	Comments and Disposition
09/01/2004	Batch: Spec: 0001 001	SGT DAY, ROY WILLARD IV. 122-22-2222	IR		
09/01/2004	Batch: Spec: 0001 002	SFC FALL, RICHARD ALLEN. 111-11-1111	IR		
09/01/2004	Batch: Spec: 0001 003	SGT NIGHT, JUSTIN LEE. 122-22-2222	IR		
09/01/2004	Batch: Spec: 0001 004	SPC SPRING, CHADWICK LEE. 000-00-000	IR		
09/01/2004	Batch: Spec: 0001 005	SPC SPRING, KACY DANE. 122-22-2222	IR		
09/01/2004	Batch: Spec: 0001 006	SSG SUNDAY, GLASGLOW SAMUEL JR 122-22-2222	IR		
09/01/2004	Batch: Spec: 0001 007	SSG WINTER, JOHN CARROLL. 122-22-2222	IR		

Pre-Collection Process

continued

Tape Here

_____

Test Basis Batch Number Specimen Number

_____

SSN

_____

Date (YYYYMMDD)

STATE: NG__

UPL _____

SM _____

Tape Here

Pre-Collection Process

continued

- Inspection of Latrine
  - DTPAM/UPL checks the latrine before the collection starts
  - Remove all cleaning agents from the area
    - Cleansing powders
    - Bleaches

Pre-Collection Process

continued

- Paper towels are available
- Hand soap is available after their collection is completed
- Place “OFF LIMITS” sign on latrine for non-testing personnel

Pre-Collection Process

continued

- Holding Area
  - NCO or Officer, E-5 or above to supervise the holding area until collection process is completed
  - Personnel called out while in formation for testing will immediately proceed directly to the holding area

Pre-Collection Process

continued

- Individuals not in formation or need transportation to the test site will report within 1 hour
- Non-testing personnel are barred from the holding area.
- Water will be supplied at the holding area.
- Donors should initially drink three 8 oz glasses of warm water, then one every half hour

Pre-Collection Process

continued

- No personnel are allowed to leave the holding area alone until they have donated an acceptable sample
- Exceptional cases may leave with an escort and permission from the 1SG or CDR/CC for a brief period

Pre-Collection Process

continued

- DTPAM/UPL Station
  - Should set up his/her table in a non-carpeted area with his/her back to a wall.
  - May be the same area as holding area
  - Should have a table with sufficient space to perform assigned duties

Pre-Collection Process

continued

- Selection of Observers
  - Criteria for Observers:
    - Selected by CDR/CC
    - Officer or NCO, E-5 or above (E4 with JAG approval)
    - Possesses sufficient maturity and integrity to preserve the dignity of the service member being observed

Pre-Collection Process

continued

- Not be currently enrolled within a Rehabilitation Program or currently be under investigation for any substance abuse related offense

Pre-Collection Process

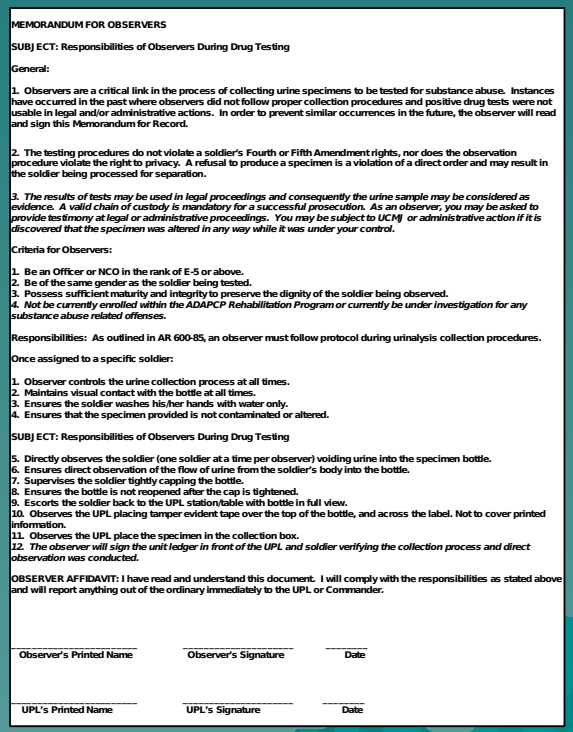
continued

- Briefings
  - Commander briefs squadron/unit. This can be in conjunction with the commander selecting the personnel to be tested
  - DTPAM/UPL briefs selected personnel on:
    - UPL/DTPAM responsibilities
    - Member responsibilities

Pre-Collection Process

continued

- DTPAM/UPL briefs observers
  - **Every time !!!**
  - **Discussion**
  - **Demonstration**
  - **Observer Statement (read, understand & sign)**
  - **UCMJ or State Code of Military Justice Actions**



MEMORANDUM FOR OBSERVERS

SUBJ ECT: Responsibilities of Observers During Drug Testing

General:

1. Observers are a critical link in the process of collecting urine specimens to be tested for substance abuse. Instances have occurred in the past where observers did not follow proper collection procedures and positive drug tests were not usable in legal and/or administrative actions. In order to prevent similar occurrences in the future, the observer will read and sign this Memorandum for Record.

2. The testing procedures do not violate a soldier's Fourth or Fifth Amendment rights, nor does the observation procedure violate the right to privacy. A refusal to produce a specimen is a violation of a direct order and may result in the soldier being processed for separation.

3. The results of tests may be used in legal proceedings and consequently the urine sample may be considered as evidence. A valid chain of custody is mandatory for a successful prosecution. As an observer, you may be asked to provide testimony at legal or administrative proceedings. You may be subject to UCMJ or administrative action if it is discovered that the specimen was altered in any way while it was under your control.

Criteria for Observers:

1. Be an Officer or NCO in the rank of E-5 or above.
2. Be of the same gender as the soldier being tested.
3. Possess sufficient maturity and integrity to preserve the dignity of the soldier being observed.
4. Not be currently enrolled within the ADAPCP Rehabilitation Program or currently be under investigation for any substance abuse related offenses.

Responsibilities: As outlined in AR 600-85, an observer must follow protocol during urinalysis collection procedures.

Once assigned to a specific soldier:

1. Observer controls the urine collection process at all times.
2. Maintains visual contact with the bottle at all times.
3. Ensures the soldier washes his/her hands with water only.
4. Ensures that the specimen provided is not contaminated or altered.

SUBJ ECT: Responsibilities of Observers During Drug Testing

5. Directly observes the soldier (one soldier at a time per observer) voiding urine into the specimen bottle.
6. Ensures direct observation of the flow of urine from the soldier's body into the bottle.
7. Supervises the soldier tightly capping the bottle.
8. Ensures the bottle is not reopened after the cap is tightened.
9. Escorts the soldier back to the UPL station/table with bottle in full view.
10. Observes the UPL placing tamper evident tape over the top of the bottle, and across the label. Not to cover printed information.
11. Observes the UPL place the specimen in the collection box.
12. The observer will sign the unit ledger in front of the UPL and soldier verifying the collection process and direct observation was conducted.

OBSERVER AFFIDAVIT: I have read and understand this document. I will comply with the responsibilities as stated above and will report anything out of the ordinary immediately to the UPL or Commander.

Observer's Printed Name	**Observer's Signature**	**Date**
UPL's Printed Name	**UPL's Signature**	**Date**

MALE SPECIFICS

- Observer stands next or at 45 ◦ angle
- Observer should ensure that he can see the end of the donor's penis.
- Circumcision: Foreskin must be pulled back to allow direct view, prevent attempts of tampering, and assist in "aiming"

FEMALE SPECIFICS

- Consider lifting Toilet Seat
- Donor cannot sit down – must squat
- Keep upper body straight – cannot bend over to block view with body or hair
- PTs/Shirt must be held up or could be tucked into bra
- Collection Cup must be held from the front
- Must not go below the toilet rim
- Observer must bend down or kneel to see
- Pouring from cup into bottle must be observed

Pre-Collection Process

continued

- Service members selected for testing and present for duty WILL provide a specimen
- Excusing ANYONE could invalidate the collection process

Pre-Collection Process

continued

- Excuses:
  - “I’m Pregnant.”
  - “I’m on my period.”
  - “I’m taking medication that turns my pee orange (blue).”
  - “I’m taking prescription medication.”
  - “I want to self refer myself, I have a problem.”

Questions?